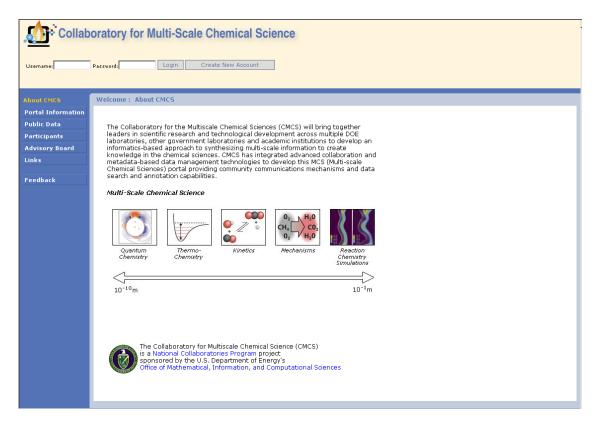
2.0 CMCS Account Management

This tutorial will review how to register with CMCS by creating and editing an account. The procedure is straightforward. The following screen is the CMCS Portal landing page.

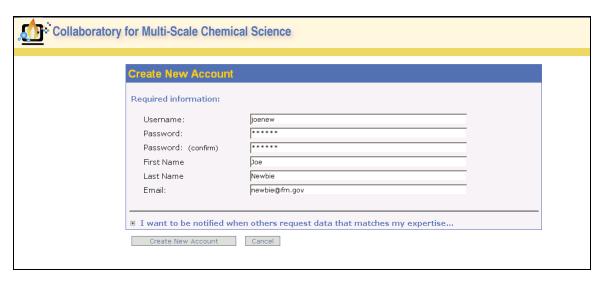


Create New Account

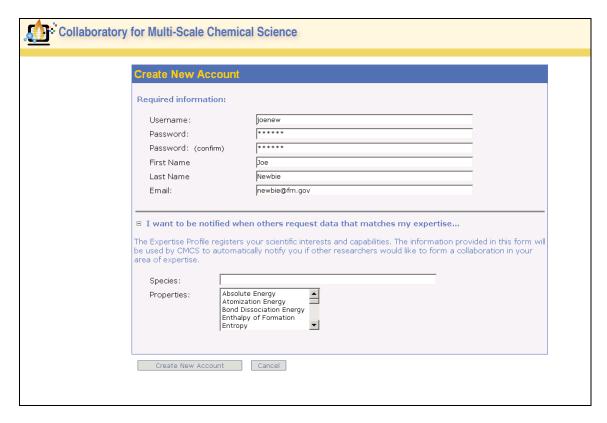
To create a new account, select the **Create New Account** button at the top center of the page.



A table of contents that outlines the CMCS Content Provider Agreement is displayed. The content provider agreement describes usage and responsibilities of the user and service organization. Select **I** Agree at the bottom of the page to accept the terms and conditions of the agreement and to proceed to the **Create New Account** page shown below.



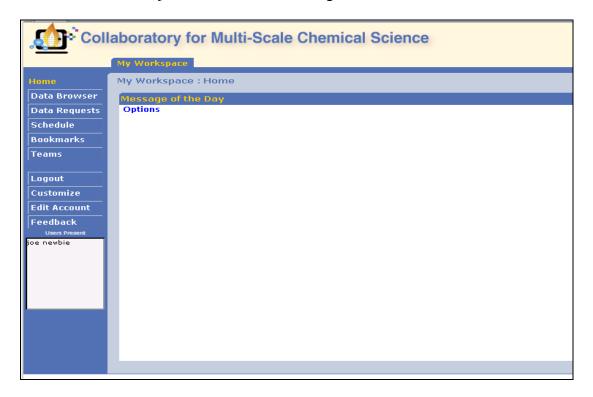
Provide a username, password, first and last name and an email address to create a new account. Preferences for notification may also be specified by selecting the expansion option on this page. *Species* name may be entered and *Properties* selected to register interests for potential collaborations.



Select the **Create New Account** button at the bottom of the page after entering required information for the new account and specifying desired notification options. This will establish a new account and create data space for the new user.

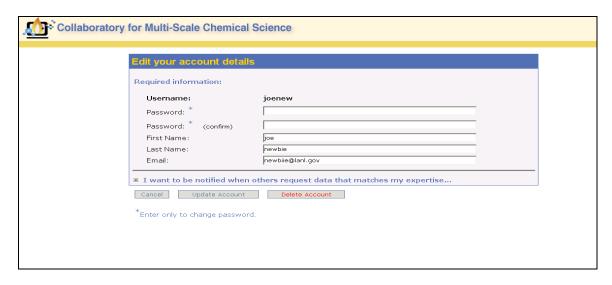
New user environment

The new user's environment contains a personal workspace (My Workspace) with a default set of pages as well as the capability to create new teams, add members to the new team and configure the new team workspace. Note that a new user has no tabs for teams since a user account must exist to join or be added to existing teams.



Edit Account

Select **Edit Account** on the left side of the page to change password, name or email information. If the expansion option **•** is selected on this page, interest information may also be changed.



Select Update Account to save any changes.